

S E C R E T

21 August 1967

MEMORANDUM FOR THE RECORD

SUBJECT: Handling of Crank Letters

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1. [] Chief of the Employee Activity Branch, Office of Security, furnished the following information on "crank letters" received and processed by the Office of Security:

a. Number of letters received:

FY 1965	1795
FY 1966	2313
FY 1967	2847

b. The 1967 figure includes the letters answered by [] Executive Assistant to the Director, and sent to the Office of Security for filing. [] assumed responsibility for answering some of the non-crank letters about March 1967. An estimated 100-150 letters have been answered by [] since March. [] does not check files prior to answering the letters, but the Office of Security runs file traces after they receive the letters for filing.

c. [] estimates that about 90% of the letters received are from cranks. The Office of Security maintains no statistics on the number of letters answered. They do, however, maintain a file of replies to letters received. A review of this file in an effort to (1) establish the number of replies and (2) to identify those which were in response to cranks, was made by []. Since the letter received is not a part of the file reviewed, it is difficult to categorize the reply. The following totals are accurate, but the numbers in each category are based on rough evaluations.

FY 1965

Definite or Probable Cranks	11
Questionable	5
Non-Cranks	<u>10</u>
Total	26

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FY 1966

Definite or Probable Cranks	23
Questionable	9
Non-Cranks	<u>19</u>
Total	51

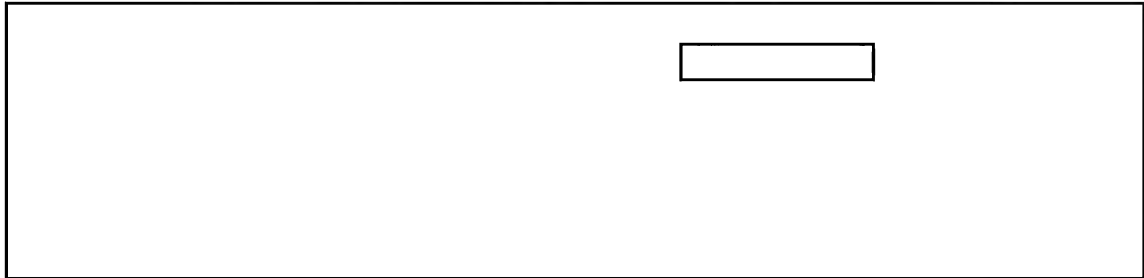
FY 1967

Definite or Probable Cranks	92
Questionable	14
Non-Cranks	<u>71</u>
Total	177

d. All letters answered by the Employee Activity Branch are signed by for the Director. The text of the reply and whether to respond are the decisions of the Chief, EAB, who signs the letters.

Crank letters received by the Agency are handled as follows:

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3. The non-crank letters answered by the Office of Security may fall into one of the following two categories:

- a. Those that are questionable and not immediately identifiable as a non-crank letter;
- b. Those that turn out to be legitimate requests, e.g., how to locate a relative.

4. When in doubt as to whether a crank-type letter should be replied to, the EAB/OS will not reply.

5. Non-crank letters received by the EAB/OS which are not on a matter which should clearly be handled by the Office of Personnel or other component of the Agency will be answered, if only to expedite the reply. Infrequently the Office of Personnel or other Agency components receive letters which originally appear to be legitimate but are later identified as crank letters. The Office of Personnel is careful in forwarding these to the Office of Security. Other components may not be as careful, and there may be some very minor slippage here.

6. The increase in letters in FY 1967 is attributed to publicity given the Agency during this period.

7. The Office of Security is best prepared to handle crank letters for the following reasons:

- a. They maintain the centralized files;
- b. They maintain liaison with the Secret Service and the FBI for rapid checks on cranks;
- c. They can quickly query their field offices for a check on individuals; and
- d. They are responsible for the protection of the Director.

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25X1 8. All crank letters received by the Agency with the exception of those very few which are sent to other Agency components and are later identified as crank letters, and with the exception of those sent to [] are processed through the DCI Security Staff. The former are negligible and may be somewhat difficult to completely control.

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